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Manage your Dropbox sharing permissions

If you share a folder with someone, you can decide what permissions they have to your folder. Members of a shared folder can have one of three roles—editor, viewer, or owner.

- **Editor:** Any member you give this permission to can add, edit, or delete files in that folder.
- **Viewer:** Any member you give this permission to can view and comment on files in a shared folder, but not add, edit, or delete files.
- **Owner:** Only one member can be the owner of a folder. The creator of a shared folder is automatically the owner, unless they change the owner to someone else.

[Learn more about roles and permissions for members of a shared folder.](#)

[Not using Dropbox yet? See how Dropbox makes managing file permissions easy.](#)

How to change a member's access to a shared folder

To change a member's access permissions, follow the instructions for your device below.

On dropbox.com:

1. [Sign in to dropbox.com.](#)
2. Click **Files**.
3. Navigate to the file or folder you want to edit.
4. Hover over the file or folder and click **Share**.
5. Click the name of the member you want to edit.



6. Next to the name of that member, click the dropdown and select **Can edit** or **Can view**.
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Using the Dropbox desktop app:

1. Right-click the shared folder.
2. Click **Share...**
3. Click the name of the member you want to edit.
4. Next to the name of that member, click the dropdown and select **Can edit** or **Can view**.

On your phone or tablet:

1. Open the Dropbox app.
2. Find the folder you'd like to share.
 - On Android: Tap the downward arrow.
 - On iOS: Tap the ... (ellipsis) icon or tap **# members** under the shared folder name.
3. Tap **Share**.
4. Next to the name of a member, click the dropdown and select **Can edit**, **Can view**, or **Remove**.
5. If you're changing permissions on a shared file, you'll only have the option to **Remove a member**.
6. Tap **Send**.

Watch this video to learn more about sharing files and folders

